

JOB DESCRIPTION

County of York



Human Resources

EMERGENCY PREPAREDNESS COORDINATOR

Status: Full-Time

FLSA: Exempt

Salary: \$23/hr.

Union: Non-Union

Reports to: Deputy Director of EMA

ABOUT US

York County Emergency Management Agency (YCEMA) is a government agency located in Alfred, Maine. The mission of the agency is to lessen the effects of a disaster on the lives and property of residents, municipalities, and businesses of York County through coordination and training on the four phases of emergency management: preparedness, response, recovery, and mitigation. In addition to its full-time staff, special teams, and cadre of several hundred volunteers, YCEMA works in conjunction with the Local Emergency Management Directors from all 29 towns in York County to act as a conduit between Maine Emergency Management Agency, Federal Emergency Management Agency, and other response partners. YCEMA protects the community by coordinating all activities and resources required to maintain and develop a comprehensive emergency management program.

JOB SUMMARY

We are seeking an Emergency Preparedness Coordinator who believes that teamwork, strategic thinking, and relationship building are the keys to a successful emergency management program. The function of the Emergency Preparedness Coordinator is to assist the Director and Deputy Director in managing, organizing, and coordinating all emergency management activities related to minimizing the effects of natural or manmade disasters. Major responsibilities include developing, testing, and implementing emergency plans and programs; and overseeing preparedness outreach and education. A successful candidate takes pride in their ability to collaborate and communicate, and in their analytical and strategic skills to drive continuous

improvement. The individual appreciates an environment that is flexible, fun, encourages professional and personal development, and where superior work is recognized.

SUPERVISION RECEIVED AND EXERCISED

This position is a non-supervisory position.

ESSENTIAL DUTIES

Essential Duties and Responsibilities

- Develops and updates programs to improve local and county government's ability to respond to emergencies, including emergency operations plans, preparedness programs, and activities.
- Assists with developing and executing operating procedures to be used in preparation for and response to disasters/emergencies, such as power outages, winter storms, mass casualty incidents, pandemics, and other events.
- Creates engaging emergency preparedness marketing content from emails to social media campaigns, webinars, articles, displays, and more.
- Identifies opportunities to improve marketing effectiveness by creating accurate targets, building audiences, and fostering new relationships.
- Develops instructional materials for the public and conducts presentations to groups to provide training on emergency preparedness.
- Coordinates public information activities, including public messaging, media relations, education, and outreach; serves as one of the agency Public Information Officers (PIO).
- Meets with public and private leaders to understand hazards in our community and determine where opportunities for engagement exist.
- During incidents, assists with coordinating activities in the EOC or field operations.

Other Duties and Responsibilities

- Attends and participates in all required meetings and training sessions.
- Maintains open and consistent communication with supervisor and colleagues.
- Participates in on-call Duty Officer rotation.
- Works evenings, weekends, and holidays when emergency situations arise.
- On occasion, works in a high volume, fast-paced, high-stress disaster environment with potentially hazardous conditions.

MINIMUM QUALIFICATIONS

Skills

- Strong communication skills in writing, public speaking, presenting, and listening.
- Ability to think critically and solve problems independently and with others.
- Organization and ability to manage time, relationships, schedule multiple meetings, and stay on top of multiple communications and projects.
- Ability to adapt to quickly changing situations that may adversely affect previous priorities, schedules, and routines.
- Social awareness of teammates and stakeholders, especially in supporting the potential and advancement of underrepresented members.
- Ability to effectively communicate and coordinate well with a broad population including community leaders, staff, and volunteers.

Education and/or Experience

- Bachelor's Degree or experience in emergency management (or related) preferred; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.
- Must have completed (or be willing to complete upon hire) the FEMA's Professional Development series and have a combined minimum of 500 hours of professional training in emergency management.
- Outreach and marketing education and/or experience desired.

Other requirements

- Must demonstrate commitment to valuing diversity, contributing to an inclusive environment, and managing bias.
- Must exemplify YCEMA's values of honesty, integrity, inclusion, respect, professionalism, collaboration, and learning.

BENEFITS

- Generous vacation/sick time
- Paid holidays
- Healthcare package
- Retirement plan options with employer match
- Paid training and development
- Onsite wellness center
- Employee assistance program
- Discounted first responder phone plans

WORK ENVIRONMENT

Work is mainly performed in the office and involves contact with other employees, volunteers, vendors, and stakeholders. While performing the duties of this job, the individual is occasionally exposed to outside weather conditions. When an emergency arises, the individual may respond to the field and/or be exposed to high-stress, potentially hazardous conditions. May occasionally work hours outside of typical work schedule and have opportunities for local or domestic travel. The noise level in the office work environment is usually minimal to moderate. Reasonable accommodations may be made to enable individuals to perform the essential functions.

SUBMITTAL INSTRUCTIONS

All interested candidates must submit a [York County Application](#), resume, and cover letter. Hiring packet can be mailed to or dropped off at:

York County Government
45 Kennebunk Rd., Alfred, ME, 04002

Physical Address: 149 Jordan Springs Rd., Alfred, ME, 04002

This job posting will remain open until filled

Applications are considered on the basis of ability, competence, and experience. It is a fundamental policy of YCEMA not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.

The intent of this position description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.

York County Government is an Equal Employment Opportunity Employer